



# **INTEGRATED SAFETY MANAGEMENT SYSTEM DESCRIPTION**



**U.S. Department of Energy  
Los Alamos Area Office**

**May 2000**

**Revision: 1g  
Date: 1/22/2001**

## AREA MANAGER'S MESSAGE

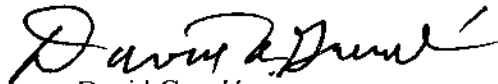
The LAAO ISM System Description provides detailed information on how the Los Alamos Area Office applies the concepts of ISM in the performance of its day-to-day activities. Through our actions and programs identified in this Description we implement the Secretary's Policy on Environment Safety and Health.

This Description serves as the central document capturing the job tasks of the Los Alamos Area Office and provides a description of the manner in which work is accomplished safely by the LAAO federal and contractor staff. It is also intended to serve as a tool to help the LAAO staff ensure that it has adequately implemented the concepts of Integrated Safety Management.

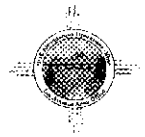
LAAO subscribes to the seven guiding principles of ISM (as discussed in this document) and implements them through the five ISM core functions of; (1) Define the Scope of Work, (2) Analyze the Hazards, (3) Implement Controls, (4) Perform Work, and (5) provide Feedback and Improvement.

The general LAAO policies that govern the safe work of the Federal employees are captured by; (1) this manual, (2) LAAO procedures and (3) specific LAAO policies.

It is my personal goal to promote a safe work place for all our workers. I want every member of the LAAO staff to feel free to come to me on any safety issue or concern. I am confident that together we can establish sound policies and programs that will help to support your individual safety responsibilities.



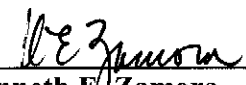
David Gurulé  
Area Manager,  
Los Alamos Area Office

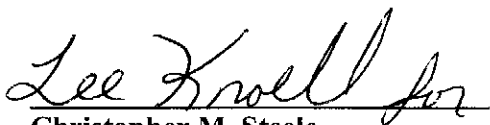


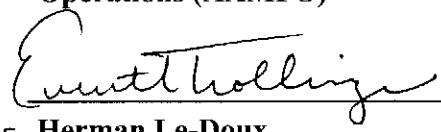
## Senior Management Concurrence

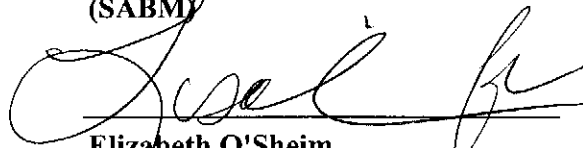
  
Dennis E. Martinez  
Deputy Manager

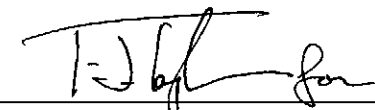
\_\_\_\_\_  
Vacant  
Senior Scientific Technical Advisor

  
Kenneth E. Zamora  
Assistant Area Manager for Facility  
Operations (AAMFO)

  
Christopher M. Steele  
Senior Authorization Basis Manager  
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for Herman Le-Doux  
Assistant Area Manager for Project  
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## REVISION LOG

Revision Number	Affected Page(s)	Date	Reason for Revision
1a	9-16	26 April 00	Update to reflect ISM requirements and closeout the issues. dl原因
1b	9-16	8 May 00	Addition accountability description. dl原因
1c	15	31 May 00	Addition of Senior Safety Advisor duties and accountability. Dlb
1d	new attachment 3	24 Aug 00	Show connectivity between ISM and functional area procedures/SOP. Matrix added as attachment.
1e	Integration of all LAAO areas	24 October 00	Include/integrate all LAAO functions.
1f	Use of OTS as example	24 Oct 00	Place matrix back into document by section.
1g	Counsel Interface	4 Jan 01	Ensure that each section reflects how counsel interfaces.

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## EXECUTIVE SUMMARY

This document describes the Department of Energy Los Alamos Area Office (LAAO) Integrated Safety Management System (ISMS) as a sub-element of the Albuquerque Operations Office (AL) ISMS. The LAAO ISMS conforms to the safety management systems described in DOE P 450.4, *Safety Management System Policy*. The LAAO mission is to provide on-site management, day-to-day oversight and surveillance of the LANL, subcontractors, and operations, and support the accomplishment of AL goals.

LAAO employees are responsible for the safe administration of contracted work performed by the Management and Operating (M&O) contractor on the LANL site. The fundamental premise of the LANL ISMS is to "Do Work Safely" and the LAAO ISMS complements the activities of the LANL M&O ISMS to ensure that work is indeed performed safely. To help achieve this objective, LAAO supports contractor workforce initiatives and involvement in achieving safety excellence. Furthermore, LAAO promotes, funds, and participates in the M&O contractor's pursuit of the LANL Voluntary Protection Program (VPP) as a vehicle to initiate and maintain worker involvement.

The LAAO ISMS integrates all the elements of environment, safety, health, and quality assurance into one ES&H and Quality system. This system promotes the full inclusion and integration of ES&H and Quality into the totality of work, such that it is an integral part of the whole -- not a stand-alone program. A worker based safety culture is a total safety culture. This is described succinctly by E. Scott Geller, wherein:

- *Everyone feels responsible for safety and does something about it on a daily basis.*
- *People go beyond the call of duty to identify unsafe conditions and at risk behaviors, and they intervene to correct them.*
- *Safe work practices are supported intermittently with rewarding feedback from both peers and managers.*
- *People "actively care" continuously for the safety of themselves and others.*
- *Safety is not considered a priority that can be conveniently shifted depending on the demands of the situation; rather safety is considered a value linked with every priority given situation.*

From *Working Safe: How to Help People Actively Care for Health and Safety*, E. Scott Geller (Chilton Book Company, 1996).

Internal work processes are formalized and the conduct of work is systematic. The appropriate ES&H "checkpoints" are embedded in work processes to ensure timely acknowledgement of safety implications. The LANL M&O contract is the mechanism by which LAAO enforces requirements about how work is done. Line management responsibility for safety is well manifested in AL 1120 Chapter IV, Part 13 Organization,

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Authority and Functions. LAAO's organizational structure provides for clear delineation of roles, responsibilities, reporting, and interfacing relationships. The extensive LAAO oversight program implements the requirements of DOE P 450.4, *DOE Safety Management System Policy*, and provides crucial information and feedback necessary to affect continual improvement.

Safety is an essential element of everything that LAAO employees do, beginning with the budget formulation process and ending with field oversight of LANL work being performed.

## PURPOSE

This document describes the overall integrated environmental, safety, health, and quality assurance management system that the LAAO federal workforce implements in accordance with DOE P 450.4, *DOE Safety Management System Policy* of 10-15-96.

The following sections present the basic structure of the LAAO ISMS in terms of the five ISM Core Functions:

- Define the Scope of Work
- Analyze the Hazards
- Develop and Implement Hazard Controls
- Perform Work within Controls
- Provide Feedback and Continuous Improvement.

Important companion documents are the AL and LAAO Functions, Responsibilities, and Authorities Manuals (FRAM), AL 1120, *Integrated Safety Management System Description, Standards/Requirements Identification Documents, and Directives Review Management Program*. These documents contain significant relevant information about Integrated Safety Management within AL and LAAO.

## SCOPE

This Procedure/description applies to all LAAO employees. This procedure does not apply to the maintenance of the M&O Contractors ISMS Description. The process for reviewing, approving, and maintaining the M&O Contractor's ISMS Description is defined in LANL Integrated Safety Management Description Document, LAUR-98-2837, Rev 3.0 *LANL Integrated safety Management System Description, Source Requirements Identification Documents, and Directives Management Program*.

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## Integrated Safety Management System Overview

The Department institutionalized ISMS by issuing:

- Department of Energy Acquisition Regulations (48 CFR 970.5204-2 and 48 CFR 970.5204-78)
- DOE Policy 411.1-1A, “Safety Management Functions, Responsibilities, and Authorities (FRA) Policy”
- DOE Manual 411.1-1A, “DOE Functions, Responsibilities, and Authorities Manual”
- DOE Policy 450.4, “Safety Management System Policy “
- DOE Guide 450.4-1A, “Integrated Safety Management System Guide”
- DOE Policy 450.5, “Line Management Safety and Health Oversight”

The majority of these regulations and directives establish the DOE’s contractual expectations for contractor ISMSs. The exceptions, Policy and Manual 411.1-1A, directs DOE to develop a hierarchy of documents describing functions, responsibilities, and authorities.

The infrastructure established by the Department, and adopted by LAAO, include:

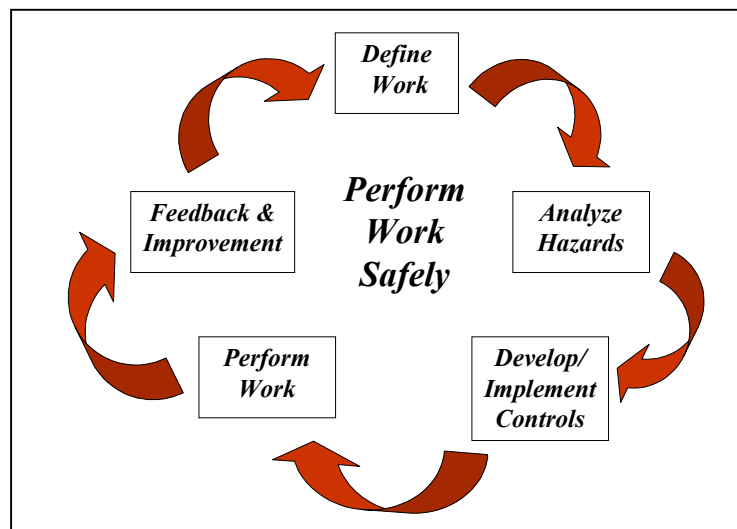
- the ISMS objective, “*Perform Work Safely*”,



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- The 7 guiding principles, and
  - Line Management Responsibility for Safety.
  - Clear Roles and Responsibilities.
  - Competence Commensurate with Responsibilities.
  - Balanced Priorities.
  - Identification of Safety Standards and Requirements.
  - Hazard Controls Tailored to Work Being Performed.
  - Operations Authorization.
- The 5 Core Functions illustrated in Figure 1.

**FIGURE 1. ISM CORE FUNCTIONS**



The first 3 Guiding Principles apply to all core functions; the remaining 4 relate to the core functions as illustrated in Figure 2.

### **Safety Management System.**

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**FIGURE 2. SAFETY MANAGEMENT SYSTEM**

<b>7 Guiding Principles</b>	<b>5 Core Functions</b>
1. Line Management Responsibility 2. Clear Roles and Responsibilities 3. Competence Commensurate with Responsibilities	1. Define Scope of Work 2. Analyze Hazards 3. Develop and Implement Controls 4. Perform Work 5. Feedback and Improvement
4. Balanced Priorities	Specific to Core Function 1, Define Scope of Work
5. Identification of Safety Standards 6. Tailored Hazard Controls to Work	Specific to Core Function 3, Develop and Implement Controls
7. Operations Authorization	Specific to Core Function 4, Perform Work

The 5 core functions are described below:

## **1.0 Define Scope of Work**

The Department of Energy Albuquerque Operations Office (AL) provides the contract authority for the LANL contract. The Los Alamos Area Office (LAAO) Manager, through the AL Manager, has administrative authority for the contract in order to achieve Department of Energy mission objectives.

**1.1 Functions, Responsibilities and Authorities. (FRA).** The functions, responsibilities and authorities are outlined, defined and tracked in the Department of Energy, Albuquerque Office (DOEAL) FRA Database accessible through the "I:drive". This database describes the specifically FRA to the level of the Area Manager. It also describes how LAAO supports, interfaces and leads each area of responsibility. Finally, it describes the approval authority.

**1.2 Organization/Mission.** The AL 1120 document, Chapter IV, Part 13, describes further detail in Organization, Authorities, and Functions for the Los Alamos Area Office, (LAAO).

**1.3 Specific Areas.** LAAO has further defined the FRA in specific Los Alamos Area Office Standing Instructions, (SI). **See attachment 3 for matrices in specific connectivity to the 5 core functions.**

## **2.0 References.**

2.1 Department of Energy, Order (DOE O) 450.5

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2.2 Department of Energy, Albuquerque Area Office, Functions, Responsibilities, Authority, FRA Database.

2.3 Department of Energy Albuquerque Area Office Functions, Responsibilities, Authority AL 1120 Document, Chapter IV, Part 13.

2.4 Integrated Safety Mangement Description Document, LAUR-98-2837, Rev 3.0 Los Alamos National Laboratory.

2.5 LAAO Organizational Chart.

**SUBJECT: Protection of Employees, the Public, and the Environment**

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**Policy Statement:** The Los Alamos Area Office is committed to ensuring that all work at the LANL is performed in a manner that ensures the protection of employees, the public, and the environment. In order to achieve this objective, I expect:

- Zero tolerance of ES&H violations. None of the LANL goals is so important that established environment, safety, or health standard should ever be compromised.
- Line management emphasis on the implementation of the Voluntary Protection Program tenets of management leadership, employee involvement, work-site analysis, hazard prevention and control, and ES&H training.
- The development of specific ES&H objectives to implement this policy.
- Employee participation in all aspects of work planning, performance, and feedback.
- Clear contract accountability and performance objectives for ES&H compliance.
- Continuous improvement in all phases of ES&H performance.

David Gurulé  
Area Manager

## CHAPTER IV PART 13

### LOS ALAMOS AREA OFFICE (LAAO)

GENERAL STATEMENT OF FUNCTIONS. Manages, directs, and provides advice and assistance for all aspects of: (1) administration of the contract with the management and operating (M&O) contractor; (2) administration of contracts with Los Alamos County; (3) public outreach initiatives; (4) federal, state, and local regulatory interfaces; and (5) interaction with Tribal governments; and (6) operation of the area office. These functions shall be performed in conformance with delegated authorities, policy, specific requirements, standards, and procedures found principally in DOE Directives and Orders and other formal communications, including HQ formal policy statements and internal LAAO directives and guidance.

#### 1

#### AREA MANAGER

1. The **Area Manager** (1) ensures that Los Alamos National Laboratory (LANL) facilities are operated in an environmentally acceptable and safe manner; (2) coordinates the contractor's health, safety, environment, and operational surety programs including: planning, scheduling, inspections, appraisals, and follow-up actions; (3) administers the M&O contract, including oversight of contractor procurement, policies, procedures and personnel activities; (4) manages project construction, real property, and utility operations in support of the LAAO programs; (5) manages the technical and physical security programs including contractor and subcontractor activities; and (6) manages the public affairs and protocol liaison activities in Los Alamos. (7) Retains sole authority for the LANL Nuclear Facility List. (8) Sole approval authority for the LANL contract Performance Measures (PM). (9) effectively translates mission into work, sets expectations, integrates work, prioritizes and allocates resources.

#### AM ACCOUNTABILITIES:

The AM holds LAAO personnel accountable as described in this document. The AM sets expectations, prioritizes and allocates resources through the review/approval of LAAO standing instructions, review of monthly/quarterly reports, Quarterly briefings, weekly Senior Staff briefings, and review/approval of annual appraisal plans.

#### LANL INTERFACE:

The AM interfaces with the LANL Deputy Director of Operations (DDO) on a weekly basis as a minimum, and with the LANL Director on a biweekly basis. In addition, the AM is an active and integral part of the LANL Occupational Working Group (OWG) bimonthly.

2. The **Deputy Area Manager** is responsible for the same areas as the Area Manager.

3. The **Counsel** reports to the Area Manager on programmatic, administrative, and functional matters, to the Chief Counsel, Albuquerque Operations Office (AL), and to the General Counsel through the Chief Counsel, AL, on matters of law and legal policy; and directs and is responsible for all matters of law and legal policy which are connected with the functions of LAAO.

**Counsel Accountabilities:**

Counsel is directly accountable to the Area Manager for all matters of law and legal policy at LAAO. Counsel provides weekly updates to the AM on activities, actions and decisions regarding legal documents.

**LANL Interface:**

According to basic ISM principles to have authorities, responsibilities, and accountabilities defined, the LAAO Counsel is the single point of contact, representing the Area Manager on the interpretation, review and approval of legal documents.

4. **Senior Authorization Basis Manager. (SABM).** In accordance with good conduct of operations at LAAO, the authorities, responsibilities, and accountabilities of the SABM at LAAO are formal (Appendix 3). As delineated in Appendix 3, the SABM is responsible for the following:

**SABM ROLES/RESPONSIBILITIES/AUTHORITIES SUMMARY:**

- a. Approval authority for all existing SAR and TSR documents unless a new accident is involved in the analysis. If new accidents are presented in the analyses, then the Area Manager retains sole approval authority.
- b. Approval authority for the USQ process unless new accidents are involved in the subject USQ issue, in which the Area Manager retains the sole approval authority.
- c. Approval authority for authorization basis process interpretations and guidance.
- d. Letters in support of NPD for authorization basis reviews.
- e. Qualification card signature authority.
- f. Approval authority for Safety Authorization Basis Team Standard Operating Procedures.
- g. Conducts negotiations in contract performance measures.

The safety Authorization Basis Team (SABT) reports to the SABM and conducts Authorization Basis work in accordance with a formal safety analysis review procedure approved by the SABM entitled "Authorization Basis Review Procedure".

Fiscal year goals are explicitly established in the yearly SABT Operational Plan.

**LANL INTERFACE:**

Per the attachment and basic ISM principles to have authorities, responsibilities, and accountabilities defined, the LAAO SABM is the single point of contact, representing the Area Manager on the safety analysis process (USQ, Hazard Analysis, Safety Analysis Reports, Technical Safety Requirements (TSRs), AB interpretations, etc.)



**5. Assistant Area Manager for Facility Operations** is responsible for:

- a. Facility Representative Team: (1) Facility Representative Program to provide on-site review and coordination of nuclear and non-nuclear facility operations; (2) Operational Safety Program; (3) start-up activities of new facilities or restart of existing facilities including Operational Readiness Reviews in assigned areas; (4) incident reporting systems including oversight of preparation of Unusual Occurrence Reports; and (5) facility maintenance.
- b. Safety and Health Team: (1) Radiological protection and health standards; (2) industrial fire protection; (3) occupational health including industrial hygiene; (4) Safety including industrial, high explosives, construction, and occupational; (5) nuclear safety including criticality and explosives; (6) packaging and transportation; (7) emergency Management Program operations for LAAO; and (8) Fire Department and emergency medical services oversight.

**AAMFO ACCOUNTABILITIES:**

The AAMFO is directly accountable to the Area Manager for the health and safety program at LANL. The AAMFO provides quarterly briefings to the AM on safety & health and Facility Representative Issues. The Safety and Health Team also provides monthly trend analysis reports to the AM on actions. The FR Team leader provides FR actions to the AM.

**LANL INTERFACE:**

Per basic ISM principles to have authorities, responsibilities, and accountabilities defined, the LAAO AAMFO is the single point of contact, representing the Area Manager on the Safety and Health, conduct of operations of LANL facilities. AAMFO communicates as per the Standing Instructions that includes LAAO interface with the Issues Management Board (IMB), Facility Management Council (FMC), and weekly communication with LANL ESH personnel.

**LAAO Interfaces:**

The Office of Facility Operations (OFO) interfaces with Authorization Basis Group, Business Operations, Environment, Projects, and Counsel in the following ways:

- a. Authorization Basis. OFO Facility Representatives (FR) provide daily oversight of LANL operations which includes authorization basis validation. When deficiencies, and Unresolved Safety Questions (USQs), USQ determinations are needed or noted, the FR will bring this to the attention of the Authorization Basis Team. The FR also performs oversight on routine/non-routine TSR surveillance and coordinates results as needed with the AB team. Authorization Basis personnel contact and

request assistance from the Facility Representatives (FR's) for verification of Technical Safety Requirements (TSR), Authorization Basis Documents (AB), Limiting Controls of Operability (LCO's), Startup and shut-down situations for LANL facilities. Technical Representatives (TR's ) provide subject matter expert data and analysis related to Fire, industrial hygiene, health physics and safety during the review of AB documents when requested. TR and FR's also provide Conduct Of Operations (CO) reviews when requested.

b. Business Operations. OFO reviews and monitors the Memorandum of Understanding (MOU's) of LANL and DOE with local Pueblos, Forest service, local government and emergency response agencies. OFO coordinates the new MOU's with Business operations. OFO also reviews, revises and develops performance measures for the contractor in the areas of appendix F, appendix G, worksmart standards. Business Operations personnel interface with OFO during Appendix F reviews, Work smart reviews and Appendix G determinations. OFO Technical Representatives and FR's provide SME and Facility specific knowledge and assistance when requested. Business operations maintains the Memorandums of Understandings (MOU's) for the Department related to interfaces of LANL with outside agencies during special situations that warrant assistance.

c. Environment. Facility Representatives (FR) conduct daily oversight of operations related to environmental compliance at LANL facilities. When deficiencies are noted in the area of RCRA, NPDES, or waste management activities, the FR contacts the Environmental group and notifies them of the deficiency. Environment personnel contact Technical Representative and FR's for verification and assessments of potential environmental impact at LANL facilities. They also bring safety and health concerns to OFO's attention as appropriate.

d. Projects. FR's note startups of new facilities and shutdowns during their surveillances and advise Projects personnel. Projects personnel contact OFO TR's and FR's during startup of new facilities for reviews, verification of operation and controls. TR's provide SME specific reviews as requested.

e. Counsel. OFO coordinates MOU actions through Counsel for review and appropriateness, compliance with requirements. Counsel provides reviews of MOU's, worksmart standards and Appendix F reviews. They also provide contract specific interpretations where needed.

6. **Assistant Area Manager for Environment** (AAME) is responsible for:

a. Environmental Protection Team: (1) Monitors and evaluates contractor performance in environmental and resource protection and monitoring, including interpretation and compliance with federal, Environmental Protection Agency (EPA), and state legislation, rules, and regulations; (2) assures compliance with the National Environmental Policy Act through program guidance, appraisals, and development and review of environmental documentation and manages the cultural resource program; (3) coordinates public involvement activities throughout the LAAO to include public outreach and stakeholder involvement; (4) performs environmental oversight for clean air, clean water activities at the LANL site and interfaces with regulatory agencies on compliance issues and permit applications; and (5) serves as technical representative for the Agreement-In-Principle with New Mexico Environmental Division Grant.

b. The Environmental Restoration Team: (1) Environmental Restoration Program activities including site characterization and remedial alternatives analysis, and compliance with EPA and state permits; and (2) provides input to risk assessment evaluations and makes recommendations to establish remedial action project priorities and long-range planning for remedial actions.

c. Waste Management Team: (1) Monitors and evaluates contractor performance in the areas of waste management (WM), waste operations, waste storage, waste treatment/disposal, and pollution prevention programs; (2) coordinates and reviews low level WM activities at Los Alamos National Laboratories (LANL), including the degree of progress in meeting schedules and objectives; and (3) develops and manages Resource Conservation and Recovery Act (RCRA) permits and interfaces with regulatory agencies on RCRA compliance issues and permit applications.

**AAME ACCOUNTABILITIES:**

The AAME is directly accountable to the Area Manager for the health of the safety analysis program at LANL. The AAME provides quarterly briefings to the AM on issues, concerns and work, and provides Senior Staff briefings to the AM.

**LANL INTERFACE:**

In accordance with ISM principles to have authorities, responsibilities, and accountabilities defined, the LAAO AAME is the single point of contact, representing the Area Manager on environmental management issues at LANL. The AAME communicates with the contractor as per the Environment Management Group standing instructions.

**7. Assistant Area Manager for Business Operations and Security** is responsible for:

a. Business Operations Team: (1) Plans, awards, and administers prime contracts (to include the LAAO administrative support services contract), purchase orders, and Interagency Agreements. Prepares, awards, and administers financial assistance documents (grants); (2) plans, directs, and manages the Personal Property and Equipment Management and Motor Vehicle Management Programs; (3) technology transfer activities; (4) Real Property Program Management; (5) budget, resource, and financial management activities for LAAO including community assistance and liaison for the M&O contractor activities; (6) cost and price analysis for LAAO contracting activities over \$100,000; (7) audit recommendations and follow-up including General Accounting Office and Inspector General Liaison for LAAO; (8) internal control; (9) M&O contractor performance plan and appraisal activities; (10) evaluation and review of Laboratory-Directed Research and Development (LDRD) program to assist Defense Programs in their annual review and to assure compliance with the Department of Energy (DOE) LDRD order; (11) M&O contractor institutional planning oversight and coordination; (12) automated data processing systems and information resources management including LAAO software inventory and LAAO telecommunications activities; (13) Intelligence Work for Others; (14) DOE directives management; (15) support services including federal personnel, drug testing, records and forms management, correspondence and mail control, document control, word processing, travel training coordination, and LAAO administrative support services contractor activities; and (16) organizational studies and resource utilization reviews at LAAO.

b. Security and Safeguards Team: (1) Information security and operations security; (2) computer security program at LAAO and provides oversight of LANL computer security programs; (3) security protection program operations, as defined in DOE Order 5634.1A; (4) material control and accountability; and (5) personnel security program coordination.

#### **BOS ACCOUNTABILITIES:**

BOS is directly accountable to the Area Manager for the health of the safety analysis program at LANL. BOS provides briefings to the AM through weekly Senior Manager meetings.

#### **LANL INTERFACE:**

As per basic ISM principles to have authorities, responsibilities, and accountabilities defined, the LAAO BOS is the single point of contact, representing the Area Manager on the Business operations of LANL.

**8. Assistant Area Manager for Project Management** is responsible for (1) project management for major systems acquisitions, major projects, and oversight for line item *projects for which project management responsibilities have been assigned to LAAO*; (2) execution of construction project management and Program and Project Management for the acquisition of Capital Asset assigned to LAAO; (3) coordination of site planning development; 4) in-house Energy Management Program; and (5) Davis-Bacon Act determinations. (6) development of performance-based contract requirements in project management; (7) oversight of the Readiness Technical Base for Facilities Program; (8) Projects supporting Facilities and Infrastructure initiatives; (9) DOE Land Transfer initiatives; (10) Chair of project Baseline Change control board meetings; (11) Project lead for Energy Systems Acquisition Advisory board (ESAAB) process.

9. **Senior Safety and Technical Advisor** is responsible for providing technical advisor to the Manager of the Los Alamos Area Office and acts as the principle contact for all matters relating to technical issues associated with the safe operation of the Los Alamos National Laboratory (LANL) performed in support of the DOE strategic mission. Specific duties include: (1) Acting as single point of contact in matters related to Integrated Safety Management (ISM). (2) Chairman of the Change Control Board (CCB) (3) Single point of contact for all Defense Nuclear Facilities Safety Board (DNFSB). (4) Work for Others programs related to safety.

## Core Function 2, Analyze the Hazards

Authorization Basis Program. - Approve site nuclear facility list and accelerator hazard class designations/Approve list of facilities requiring authorization basis documentation.

<i>Primary Mechanisms</i>	<i>Responsibility</i>
OFO SI#11, Technical Representative Program Management. OFO Risk Assessment Code Worksheet OFO Work Planning Form OFO General Walkdown Checklist  Standing Instruction E-2, Rev 0, EPCRA Standing Instruction E-4, Rev 0, TSCA Standing Instruction E-5, Rev0, Air Quality Program Standing Instruction E-7, 7A,7B, Rev0, NEPA Standing Instruction E-8, Rev0, FIFRA Standing Instruction E-9, Rev0, Endangered Species Act	OFO      EM

## Core Function 3, Develop Controls

**Table 3, Develop Controls.**

<i>Primary Mechanisms</i>	<i>Responsibility</i>
OFO SI#11, Technical Representative Program Management. OFO Risk Assessment Code Worksheet OFO Work Planning Form OFO General Walkdown Checklist  Standing Instruction E-2, Rev 0, EPCRA Standing Instruction E-4, Rev 0, TSCA Standing Instruction E-5, Rev0, Air Quality Program Standing Instruction E-7, 7A,7B, Rev0, NEPA Standing Instruction E-8, Rev0, FIFRA Standing Instruction E-9, Rev0, Endangered Species Act	OFO      EM

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**Table 4 Core Function 4.0, Perform Work.**

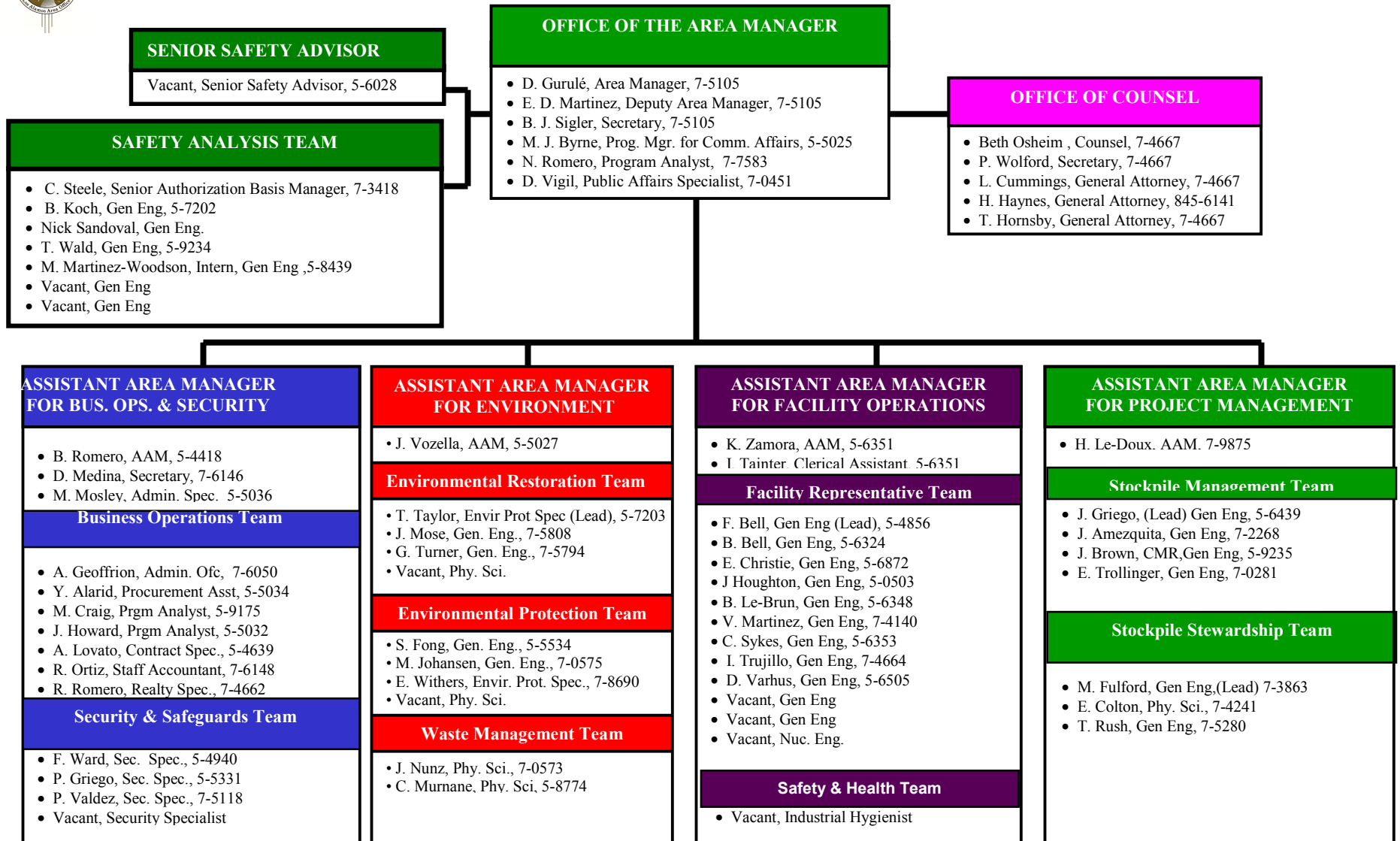
<i>Primary Mechanisms</i>	<i>Responsibility</i>
OFO SI#11, Technical Representative Program Management. OFO Risk Assessment Code Worksheet OFO Work Planning Form OFO General Walkdown Checklist  Standing Instruction E-2, Rev 0, EPCRA Standing Instruction E-4, Rev 0, TSCA Standing Instruction E-5, Rev0, Air Quality Program Standing Instruction E-7, 7A,7B, Rev0, NEPA Standing Instruction E-8, Rev0, FIFRA Standing Instruction E-9, Rev0, Endangered Species Act	OFO     EM

**Table 5 Core Function 5.0 Feedback**

<i>Primary Mechanisms</i>	<i>Responsibility</i>
OFO SI#11, Technical Representative Program Management. OFO Risk Assessment Code Worksheet OFO Work Planning Form OFO General Walkdown Checklist  Standing Instruction E-2, Rev 0, EPCRA Standing Instruction E-4, Rev 0, TSCA Standing Instruction E-5, Rev0, Air Quality Program Standing Instruction E-7, 7A,7B, Rev0, NEPA Standing Instruction E-8, Rev0, FIFRA Standing Instruction E-9, Rev0, Endangered Species Act	OFO     EM









# memorandum

DATE: MAY 13 1999  
REPLY TO: SABT:3CS-025  
ATTN OF:  
SUBJECT: Limited Delegation of Approval Authority on Select Authorization Basis Documents

TO: Christopher M. Steele, Senior Authorization Basis Manager (SABM), LAAO

In accordance with basic quality precepts expressed by the Deming 14 Points, one cannot successfully inspect quality into a process. In this context, I have discussed with my Senior Staff the delegation of signature authority to the SABM on authorization basis documents. Consensus was achieved supporting signature authority delegation to the SABM for the following activities:

- Approval authority is delegated to the SABM for existing SAR and TSR documents unless new accidents are involved in the analyses. If new accidents are presented in the analyses, then the Area Manager retains sole approval authority.
- Approval authority for the USQ process is delegated to the SABM unless new accidents are involved in the subject USQ issue, in which case the Area Manager retains sole approval authority.
- Approval authority for authorization basis process interpretations and guidance is delegated to the SABM.
- Approval authority for LANSCE run-time extensions for LANSCE is delegated to the SABM.
- Tasking request memoranda to SASD for work on safety analyses are within the authority of the SABM.
- Letters in support of NPD for authorization basis reviews are within the authority of the SABM.
- Qualification card signature for SABM staff is delegated to the SABM.
- Approval authority for Safety Authorization Basis Team Standard Operating Procedures is delegated to the SABM.
- The Area Manager retains sole approval authority for the LANL Nuclear Facility List.

Christopher M. Steele

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MAY 13 1999

- The Area Manager retains sole approval authority for the LANL contract Performance Measures (PM). The SABM conducts negotiations in this context for Area Manager final approval.
- The weekly LAAO Senior Staff briefing to the Area Manager shall include a concise summary of all instances where the SABM has exercised the authorities granted by this memorandum.

All authorities delegated to the SABM by this memorandum shall not be further delegated by the SABM. You are responsible for the wise exercise of this authority and are accountable to me in this regard.

  
David A. Gurulé, P.E.  
Area Manager

cc:

Richard Glass, OOM, AL  
Larry Kirkman, OSS, AL  
Earl Whiteman, OTSP, AL  
Dennis Martinez, LAM, LAAO  
Dan Glend, LAM, LAAO  
Tom Hornsby, Office of Counsel, LAAO  
Joe Vozella, LAAMB, LAAO  
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Richard Burick, DLDOPS, LANL, MS-A100  
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David Post, NMT-DO, LANL, MS-G745  
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